



❖ *CAREER EXECUTIVE ASSIGNMENT* ❖

EXAMINATION ANNOUNCEMENT

Department: Water Resources

Position Title: California Natural Resources Agency, Chief Information Officer and Department of Water Resources Chief Information Officer (Level 4)

Salary Range: \$9,018 - \$9,939
(Maximum rate for engineers is \$13,381 and for non-engineers is \$10,520 with DPA approval.)

Final Filing Date: May 13, 2011

DUTIES/RESPONSIBILITIES:

The incumbent in this position serves dual responsibility: 1) serves as the California Natural Resources Agency's Chief Information Officer, which has the overall authority for all information technology within the departments, conservancies, commissions and boards that are under the Natural Resources Agency; and 2) serves as the Department of Water Resources' (DWR) Chief Information Officer, which has responsibility for all of the information technology activities that support the Department's critical lines of business.

The California Natural Resources Agency Chief Information Officer (CIO) has direct authority over the Information Technology (IT) policies, practices, and processes that serve and support the twenty-four State departments, conservancies, commissions, and boards under the Natural Resources Agency. These departments, conservancies, commissions and boards consist of over 17,000 employees and are located throughout the State of California. The CEA 4 has a direct reporting relationship to the Agency Secretary and works with the Agency Assistant Secretary for Administration and Finance to ensure that all departments under the Agency are aligned with and following the Agency and State IT policies and finance direction. The CEA 4 has broad authority for formulating, approving, and implementing IT policies with significant impact on all Natural Resources' departments and programs. As Agency CIO, the CEA 4 position is the highest level of authority for all information technology items, including but not limited to, IT Strategic and Capital Planning, IT Enterprise Architecture, IT Budgeting and Purchasing, IT Security, and establishment of IT policies, standards, and practices. In addition, the Agency CIO is responsible for overseeing the IT portfolio, IT services, and IT consolidation efforts within the Agency departments through the operational oversight of IT initiatives and budgets. The Agency CIO has authority over nine departmental CIO's and fifteen senior IT managers of conservancies, commissions, and boards.

As DWR CIO, the CEA 4 has direct authority over all IT activities. The DWR CIO is the highest-level of IT authority within DWR and has broad authorization for formulating and implementing IT policies and operational practices which have significant impact on DWR programs. Formulates and approves Department IT strategic planning, standards, plans and programs to Department management at all levels. The CEA 4 is responsible for the establishment and execution of DWR's Strategic Information Systems Plan and IT Tactical Operational Plans and has responsibility for and authority over the technology framework, definitions, standards, policies, procedures and practices that guide the development and implementation of all technology components that support DWR business objectives. As DWR CIO, manages the Division of Technology Services, which includes over 150 staff/consultants, that provides information technology services in support of the Department's programs, strategic goals, business objectives, and management principles. Through subordinate managers, the CEA 4 plans, organizes, authorizes, and directs all activities of DWR technology, including IT Governance, IT Enterprise Architecture, IT Infrastructure and Services Management, Data Center technology and operations, Data Management, Business Solutions Development, SAP Operations, Information Security, and IT Project Portfolio Management. The CEA 4 is responsible for the long-term strategic and tactical planning associated with IT architecture and IT projects. The CEA 4 has oversight of all technologies used within DWR to ensure that they produce a maximum return on IT investment.

EXAMINATION INFORMATION:

The examination process will consist of an application, resume and Statement of Qualifications evaluation conducted by a screening committee. The minimum and desirable qualifications listed below will be used as the standard to screen applications. Interviews may be conducted with only the most qualified candidates if it is determined necessary in order to make a selection. **The results of this examination will be used to fill the California Natural Resources Agency, Chief Information Officer and Department of Water Resources Chief Information Officer position and may be used to fill subsequent vacancies for this position for a period of up to twelve months. Each candidate will be ranked competitively and notified of their results.**

Applicants should take special care in accurately and completely filling out their application by listing all experience relevant to the announcement. Resumes may be attached to the STD 678. The **"Statement of Qualifications" should not exceed two pages in length.** It should describe a candidate's experience, knowledge and abilities relative to the desirable qualifications of the California Natural Resources Agency, Chief Information Officer and Department of Water Resources Chief Information Officer (Level 4) position. **Specific examples must be provided.** The Statement of Qualifications will also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER – EQUAL OPPORTUNITY FOR ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

MINIMUM QUALIFICATIONS:

Applicants must meet the following minimum qualifications to compete in this CEA examination:

EITHER I

Must be a civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

OR II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

OR III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

OR IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

AND

All applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of the following more specific knowledge and abilities.

1. Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices and the trends of public administration, organization and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; and the Department's Equal Employment Opportunity Program and the processes available to meet program objectives.
2. Ability to plan, organize and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organizational procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's Equal Employment Opportunity Objectives.

The above knowledge and abilities are expected to be obtained from broad administrative or program manager experience with substantial participation in the formulation, operation and/or evaluation of program policies. (Experience may have been paid or volunteered, in State Service, other government settings or in a private organization).

DESIRABLE QUALIFICATIONS:

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will be emphasized in competitively evaluating each candidate:

- a. Knowledge of the organization and functions of California government including the organization and practices of the Legislature and the Executive Branch, and specific knowledge of information technology policies of the Agency, the Department and the State.
- b. Knowledge of methods of administrative problem-solving, principles and practices of policy formulation and development, and personnel management techniques.
- c. Ability to plan, organize, and direct the work of multidisciplinary professional, technical and administrative IT staff.
- d. Ability to integrate the activities of diverse programs to attain common goals, gain the confidence and support of top level administrators, and advise them on a wide range of IT matters.
- e. Ability to achieve defined objectives in a timely and cost effective manner, and to establish and monitor goals and program priorities.
- f. Ability to develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive branches.
- g. Ability to analyze complex problems and recommend effective courses of action.

HOW TO APPLY:

All interested applicants must file a standard State application (STD Form 678) and a two-page "Statement of Qualifications" by the final filing date of **May 13, 2011** to the attention of Fariba Shahmirzadi, Department of Water Resources, P. O. Box 942836, 1416 9th Street, Room 320, Sacramento, CA 94236-0001. **APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.**

The application and "Statement" must be received by the final filing date.

Questions concerning this examination process should be directed to Fariba Shahmirzadi, Chief of HR Modernization, Selection, and Job Analysis at (916) 653-7807.

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From Voice Telephones: 1-800-735-2922**